

From: [Barja, Kyle](#)
To: [Miller, Andre](#)
Subject: FW: OF-306 Needed for Reassignment
Date: Monday, May 21, 2018 12:23:05 PM
Attachments: [image001.png](#)

Kyle Barja
HR Specialist
U.S. Environmental Protection Agency
OARM/HRMD-RTP
109 T.W. Alexander Drive, Mail Code C639-02
Research Triangle Park, NC 27711
Phone: (919) 541-2477 Fax: (919) 541-2186



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From: Greenwalt, Sarah
Sent: Monday, March 05, 2018 4:39 PM
To: Barja, Kyle <Barja.Kyle@epa.gov>
Subject: RE: OF-306 Needed for Reassignment

Hi Kyle, thank you for checking back in. I am going to wait to sign per Ryan Jackson's instruction. As I mentioned, the promotion should come with a salary increase so I am going to hold until Ryan gets that taken care of.

Please let me know if you don't hear anything on this in the next week and I'll gladly make sure things are on track on my end.

Sarah A. Greenwalt

U.S. Environmental Protection Agency
Work: 202-564-1722 | Cell: (b) (6)
Greenwalt.Sarah@epa.gov

From: Barja, Kyle
Sent: Monday, March 5, 2018 4:35 PM
To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: RE: OF-306 Needed for Reassignment

Hi Sarah,

I'm sorry to keep bugging you about this, but can you please return your 306 this week?

Thanks,

Kyle

Kyle Barja
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From: Barja, Kyle
Sent: Wednesday, February 28, 2018 8:27 AM
To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: RE: OF-306 Needed for Reassignment

Good morning Sarah,

I checked with the EPA's White House Liaison, Charles Munoz, and he confirmed that your salary will not be changing with this personnel action.

Thanks,

Kyle

Kyle Barja
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U.S. Environmental Protection Agency
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OARM-RTP

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From: Greenwalt, Sarah

Sent: Tuesday, February 27, 2018 10:51 AM

To: Barja, Kyle <Barja.Kyle@epa.gov>

Subject: RE: OF-306 Needed for Reassignment

Thank you Kyle. I'd be happy to touch base with Ryan as well if that would be helpful.

Sarah A. Greenwalt

U.S. Environmental Protection Agency

Work: 202-564-1722 | Cell: (b) (6)

Greenwalt.Sarah@epa.gov

From: Barja, Kyle

Sent: Tuesday, February 27, 2018 10:49 AM

To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>

Subject: RE: OF-306 Needed for Reassignment

The documentation that was submitted for you to my office was only for a reassignment. I'll touch base with AO and get back to you ASAP.

Thanks,

Kyle

Kyle Barja

HR Specialist

U.S. Environmental Protection Agency

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From: Greenwalt, Sarah
Sent: Tuesday, February 27, 2018 10:45 AM
To: Barja, Kyle <Barja.Kyle@epa.gov>
Subject: RE: OF-306 Needed for Reassignment

Thank you Kyle, I will work on this expeditiously. I have not seen any documentation that will reflect an increase in salary as previously discussed with the Administrator. Can you please send that documentation as well before I fill out this form?

Many thanks.

From: Barja, Kyle
Sent: Tuesday, February 27, 2018 7:57 AM
To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>
Subject: RE: OF-306 Needed for Reassignment

Hi Sarah,

I'm following up on the request below. Please return your OF-306 to me as soon as possible. Let me know if you have any questions.

Thanks,
Kyle

Kyle Barja
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From: Barja, Kyle

Sent: Friday, February 16, 2018 3:14 PM

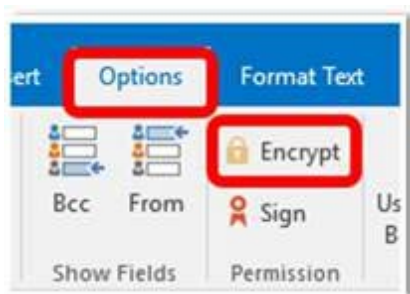
To: Greenwalt, Sarah <greenwalt.sarah@epa.gov>

Subject: OF-306 Needed for Reassignment

Sarah,

As a result of a personnel action we have received at the Shared Service Center requesting to reassign you to the position of Senior Counsel to the Administrator, it is required that you complete a [Declaration for Federal Employment \(Form OF-306\)](#).

Please complete and sign item 17a of the OF-306 then scan it back to me so I can forward it to the Personnel Security Branch (PSB). Please encrypt your message to ensure the security of your personal identifying information.



The personnel action cannot be made effective until PSB has confirmed that they have the documents required for the investigation process. I will contact you after you are released from PSB to set your effective date.

Also, can you please email me a scanned copy of your Bar Membership Card?

Thank you,
Kyle

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